

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 6, 2008

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TITLE: Health Education Specialist
POSITION NO: 07206
LOCATION: Public Health & Safety Division, Helena
STATUS: Full-Time/Permanent
UNION: MPEA
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$33,214 - \$41,517 annually. Depending on qualifications and internal equity.
SUPPLEMENT: No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 5, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position coordinates and manages community contracts and support services for comprehensive cancer control statewide through leadership, administration, organization, planning, assessment, coordination, evaluation, and policy development. Specific duties include coordinating public health education, outreach, and related functions to support ongoing program operations and activities; developing and coordinating training curricula, assessments, schedules, and materials; planning and coordinating local/regional/statewide conferences and presentations to clients, contractors, community members, and others; coordinating with program managers and staff, community representatives, advisory and oversight committees, and others to develop strategic plans, administrative procedures, and performance standards for the delivery of program operations and services; monitoring contractor services,

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operations, and budgets to ensure conformance with terms and conditions of individual agreements; conducting site evaluations to assess ongoing community needs, contractor performance, and operational efficiency; and developing and coordinating abstracts, manuals, and reports to funding authorities, advisory and oversight committees, program managers and staff, and others.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the principles and practices of public health education, program planning, and health care delivery systems; population based cancer control activities; business, technical, and media communications; organization and administration of community health programs and services; grant, contract, and budget administration; and government procurement procedures.

Skills: Skill in assessing community needs; analyzing, interpreting, and applying regulatory and contract requirements to unique situations; operating standard office technologies and software; excellent written and verbal communication; and developing and delivering public presentations and outreach materials.

Abilities: Ability to communicate effectively; define, analyze, and solve problems; and work in a team and independently.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in public health, education, behavioral/social/clinical sciences, communications or related field **AND** one year work experience with public health/education program development and documented experience working with contract administration and coordination. Equivalent combinations of education/experience will be considered; however, a degree is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.